

TRANSCRIPT ORDER

JUDGE COURT USE ONLY
DUE DATE:

| | | | | | | | |
|--|--|---------------|------------------------------|--|--------------|-----------------|--|
| 1. NAME | | | | 2. PHONE NUMBER | | 3. DATE | |
| 4. FIRM NAME | | | | | | | |
| 5. MAILING ADDRESS | | | | 6. CITY | | 7. STATE | |
| 8. ZIP CODE | | | | | | | |
| 9. CASE NUMBER | | 10. JUDGE | | DATES OF PROCEEDINGS | | | |
| | | | | 11. | | 12. | |
| 13. CASE NAME | | | | LOCATION OF PROCEEDINGS | | | |
| | | | | 14. | | 15. STATE | |
| 16. ORDER FOR | | | | | | | |
| APPEAL | | CRIMINAL | | CRIMINAL JUSTICE ACT | | BANKRUPTCY | |
| NON-APPEAL | | CIVIL | | IN FORMA PAUPERIS | | OTHER (Specify) | |
| 17. TRANSCRIPT REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which transcript is requested.) | | | | | | | |
| PORTIONS | | DATE(S) | | PORTION(S) | | DATE(S) | |
| VOIR DIRE | | | | TESTIMONY (Specify) | | | |
| OPENING STATEMENT (Plaintiff) | | | | | | | |
| OPENING STATEMENT (Defendant) | | | | | | | |
| CLOSING ARGUMENT (Plaintiff) | | | | PRE-TRIAL PROCEEDING | | | |
| CLOSING ARGUMENT (Defendant) | | | | | | | |
| OPINION OF COURT | | | | | | | |
| JURY INSTRUCTIONS | | | | OTHER (Specify) | | | |
| SENTENCING | | | | | | | |
| BAIL HEARING | | | | | | | |
| 18. ORDER | | | | | | | |
| CATEGORY | ORIGINAL + 1 (original to Court, copy to ordering party) | FIRST COPY | # OF ADDITIONAL COPIES | DELIVERY INSTRUCTIONS (Check all that apply.) | | ESTIMATED COSTS | |
| 30 DAYS | | | | PAPER COPY PDF (e-mail) ASCII (e-mail) | | | |
| 14 DAYS | | | | | | | |
| 7 DAYS | | | | | | | |
| DAILY | | | | | | | |
| HOURLY | | | | | | | |
| REALTIME | | | | | | | |
| CERTIFICATION (19. & 20.) By signing below, I certify that I will pay all charges (deposit plus additional). | | | | E-MAIL ADDRESS | | | |
| 19. SIGNATURE | | | | NOTE: IF ORDERING MORE THAN ONE FORMAT, THERE WILL BE AN ADDITIONAL CHARGE. | | | |
| 20. DATE | | | | | | | |
| TRANSCRIPT TO BE PREPARED BY | | | | ESTIMATE TOTAL | | | |
| ORDER RECEIVED | DATE | BY | PROCESSED BY | | PHONE NUMBER | | |
| DEPOSIT PAID | | | DEPOSIT PAID | | | | |
| TRANSCRIPT ORDERED | | | TOTAL CHARGES | | | | |
| TRANSCRIPT RECEIVED | | | LESS DEPOSIT | | | | |
| ORDERING PARTY NOTIFIED TO PICK UP TRANSCRIPT | | | TOTAL REFUNDED | | | | |
| PARTY RECEIVED TRANSCRIPT | | | TOTAL DUE | | | | |

DISTRIBUTION: COURT COPY TRANSCRIPTION COPY ORDER RECEIPT ORDER COPY